

March 31, 2006

<<Name>>  
<<Title>>  
<<Organization>>  
<<Address>>  
<<City, State Zip>

Dear <<Name>>:

Health and Human Services Secretary Michael Leavitt has asked all states to stage a Pandemic Readiness and Emergency Planning Conference. We will honor that request. I am writing to invite you to join Secretary Leavitt and me for this event at 1 p.m. CST, on Monday, April 10, at the Millennium Maxwell House Nashville. A tentative agenda and directions are enclosed for your reference.

The goal of this summit is to raise awareness among all sectors of the state about what to expect during a pandemic, to instruct how to begin preparing for a pandemic and to encourage business, community and organizational leaders to take charge and help direct planning for their organizations, communities and families.

There is currently no imminent threat of pandemic flu. You are probably aware of recent reports of avian flu spreading in birds and poultry in Asia, Europe and Africa, which experts believe has the potential to trigger a human pandemic. In the event of an outbreak, it will be up to state and local officials to ensure Tennessee's economic, business and community activities maintain a sense of normalcy in the face of an outbreak. If this occurs, we have to be prepared.

If you are unable to attend, I ask you to designate an associate to attend in your place. Please RSVP by calling (615) 253-2653 or e-mailing [jo-ann.ledford@state.tn.us](mailto:jo-ann.ledford@state.tn.us) by Wednesday, March 29. For more information about federal and other states' planning efforts, please go to [www.pandemicflu.gov](http://www.pandemicflu.gov).

I look forward to seeing you on April 10.

Warmest regards,

Phil Bredesen

PNB/aet  
Enclosure